

Michigan Special Education Model Due Process Complaint Form



May 21, 2007

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Michigan Special Education Model Due Process Complaint Form

Purpose: This model form may be used to file a due process complaint to resolve a disagreement about the identification, evaluation, eligibility, educational placement, or manifestation determination of a student, or regarding the provision of a free appropriate public education under the Individuals with Disabilities Education Improvement Act (IDEA). You are not required to use this form; however, failure to address the elements required in IDEA, or failure to provide the other party with a copy of this notice, may result in a delay of the hearing.

Mediation: The Office of Special Education and Early Intervention Services (OSE/EIS) encourages the resolution of issues through mediation. These services are offered at **no cost** to the parties. For information about mediation, contact the Michigan Special Education Mediation Program (MSEMP) at 1-800-RESOLVE or www.cenmi.org/msemp.

Student Information:

Student's Name:

Date of Birth:

Address:

City/State/Zip:

For a student who is homeless, please provide a contact name and address (if different from information provided above):

School District/Agency (involved in the issue/dispute identified in "Problem and Facts"):

Name of School District/Agency:

Address:

City/State/Zip:

Name of school the student is attending:

Parent Information:

Name:

Address:

City/State/Zip:

Phone:

Phone:

FAX:

e-mail:

PROBLEM AND FACTS: What is the issue/dispute between the parties? (You may list more than one issue/dispute.) Include the facts that relate to the issue/dispute. (Attach additional pages if necessary.)

Proposed Solution: Describe the actions or services that you believe will resolve the issue/dispute, based on information available to you. (Attach additional pages if necessary.)

Signature of Complainant (the person submitting the complaint):

X:	Date:
Please print name here:	

The due process complaint is "properly filed" and applicable time lines begin when you provide a copy of the complaint to **both** the OSE/EIS and the other party. Mail, FAX, or hand deliver the due process complaint to:

- 1) The School District/Agency; **and**
- 2) The Office of Special Education
and Early Intervention Services
Program Accountability Unit
608 West Allegan Street
P.O. Box 30008
Lansing, Michigan 48909

NOTE: Parties to a Special Education Due Process Complaint are required to participate in a Resolution Meeting prior to a due process hearing, unless the parties agree in writing to waive the Resolution Meeting or agree to use mediation.